



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Administrative Specialist
Posting Number	PN# 103815
Department	Houston Airport System
Division	Director's Office
Section	NA
Reporting Location	16930 John F. Kennedy Blvd *
Workdays & Hours	Varied, normally M-F*
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Research and prepare briefs on international events, pertinent organizations, economic and sociopolitical climate on regions of interest. Coordinate and execute international business development programs, events and logistics in Houston and in foreign destinations. Verbal and written communication with HAS local and international constituents, compose correspondences. Organize committee and board meetings, take minutes, prepare reports and follow up on projects with members. Create and maintain various databases, including post-mission follow-ups. Manage expenditures, prepare travel & expense reports and monitor line item balances. Perform varied administrative functions, assist with presentations, organize special events and handle special projects as assigned by supervisor. Interpersonal skills and cross-cultural awareness are important.

WORKING CONDITIONS

Performing these duties will involve the ability to visually observe and differentiate details; recognize sound, tone, and pitch; attend to details amid distractions; stand or walk for extended periods; ability to lift up to twenty (20) pounds; climb stairs; operate city vehicles; analyze abstract information; make quantitative computations; project and choose a course of action; speak and write clearly and effectively; apply specialized information; deal with people in tense situations; work as a member of a team; get people to cooperate. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of administrative experience required. Professional administrative experience may be substituted for the above education requirements on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with the ability to work under pressure and in a busy environment, have general administrative duties (calendars, telephones, setting up meetings, correspondence, etc), strong writing and computer skills, in Windows XP environment, Excel, Word, and Access. Applicants with experience working with diverse communities.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 20	
\$1,362.00 - \$ 1,574.00 Biweekly	\$35,412.00 - \$40,924.00 Annually

OPENING DATE

MARCH 30, 2005

CLOSING DATE

APRIL 12, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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